



City of Gulfport, Mississippi
Job Description

Community Service Technician (CST1, CST2)

Department: 213 - Police

EEO Class: Protective Service Workers

Date Revised: 1.1.2007

FLSA Status: Non-Exempt

Date Approved:

Position Overview

The Community Service Technician performs a variety of tasks of a quasi-police nature in support of law enforcement activities of the Police Department. Duties include handling calls for service not requiring the presence of a sworn officer.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Engages in traffic control and minor accident reports; issues parking violations (i.e. handicapped, fire zone, no parking, school guard crossings, etc.); tows abandoned vehicles
- Escorts funeral processions
- Assists motorists (i.e. opening locked vehicles, jumper cable calls, etc.)
- Assists with crowd control at major crime scenes, issues malicious mischief reports and petit theft/larceny reports
- Performs vacant house watch, home security surveys, minor burglary reports, and in-person follow-up reports.
- Responds to R.U.O.K. calls, animal complaints.
- Participates in community projects (i.e. food delivery, hand out flyers, etc.)

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Must be able to effectively communicate verbally and in writing
- Must be able to effectively interact with the public, other personnel, and city officials while in stressful often hazardous situations.
- Must be able to pass physical fitness examination.
- Must possess knowledge of local, ordinances, codes and regulations.
- Must be able to learn the geography of the City; police methods, practices, and procedures; and statutes and ordinances related to the area of assignment.

Education and Experience

High School graduate or equivalent.

Required Licenses or Certificates

Must possess valid driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include occasional lifting/carrying of 50+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are both indoors and outdoors.